

Gradebook FAQs

Q1: [Can I download the PageOut® gradebook into an Excel document?](#)

Q2: [Can I manually assign grades for students in the PageOut® gradebook?](#)

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Q1-Can I download the gradebook into an Excel document?

A: Yes, when you click on the “Download Gradebook” button the gradebook will be saved in a .csv file. This will allow you to open the file in Excel.

Q2-Can I manually assign grades for students?_

A: Yes, too manually assign grades for students enter the appropriate number of points

in the corresponding text box under the Points in an assignment.

Q3-When deactivating an assessment, will the total possible points appear in the gradebook for the deactivated assessment?

A: Deactivating an assessment gives it an inactive status which causes it not too have point value in the gradebook until it have been reactivated.

Q4-In the PageOut® gradebook can I delete specific student records for an assignment?

A: Yes, click on the “Go to Delete Student Records Page” button at the bottom of the gradebook. You can select the assignments you want to delete from the list.

Q5- In the PageOut® gradebook can I exclude an assignment's points from every student's total?

Yes, under Assignment Status in the gradebook click the “x” after “Points Included”.

Q6- In the PageOut® gradebook can I include an assignment's points from every student's total after I had excluded an assignment?

Yes, under Assignment Status in the gradebook click the “i” after “Points Included”.

Q7-Where in the PageOut® gradebook can I edit an existing assignment?

Click the edit button under the "Assignment Settings" column.

Q8-In the PageOut® gradebook does the weight percentage affect the assignment scores?

No, the percentage value is only for display purposes.

Q9: In the PageOut® gradebook can I disable printing of assessments?

Under the “Assignment Settings”, if you check the disable feature, PageOut® will disable printing, use of the browser menu and right mouse clicking by your students for this assessment.